CHEAT SHEET FOR MOTIONS - ROBERT'S RULES OF ORDER									
WHAT IS IT?	HOW TO SAY IT?	SECOND	DEBATE	AMEND	VOTE				
	"I move that we accept the								
Used to present new business	minutes"	Yes	Yes	Yes	Majority				
WHAT IS IT?	HOW TO SAY IT?	SECOND	DEBATE	AMEND	VOTE				
			Voc. if motion						
	"I move to amend the pending		,						
Changes a pending motion		Voc		Vec	Majority				
Changes a pending motion	motion by adding the words	163	debatable	163	iviajority				
Place a motion on table so group	"I move to lay the motion on the								
	table."	Yes	No	No	Majority				
, ,					,				
To limit or extend debate; put a	"I move to limit debate to five								
time limit on a particular motion	minutes per person."	Yes	No	Yes	2/3's				
•									
information is obtained	committee's report."	Yes	Yes	Yes	Majority				
	"I may a that we postpope the								
Used to kill a motion	· · ·	Voc	Vos	No	Majority				
Osed to kill a filotion	pending motion indefinitely.	res	res	INO	iviajority				
Ends debate; calls for vote	"I move the previous question."	Yes	No	No	2/3's				
	"I move to refer the issue to a								
Sends the issue to a committee	committee."	Yes	Yes	Yes	Majority				
WHAT IS IT?	HOW TO SAY IT?	SECOND	DEBATE	AMEND	VOTE				
To reconsider the vote on the	"I move to reconsider the								
motion	motion."	Yes	Sometimes	No	Majority				
To make a side a constitution of the side			N	N	Majority				
	WHAT IS IT? Used to present new business WHAT IS IT? Changes a pending motion Place a motion on table so group can deal with more pressing issue To limit or extend debate; put a time limit on a particular motion Used to postpone action on a motion until later date and/or more information is obtained Used to kill a motion Ends debate; calls for vote Sends the issue to a committee WHAT IS IT? To reconsider the vote on the	WHAT IS IT? Used to present new business WHAT IS IT? "I move that we accept the minutes" HOW TO SAY IT? "I move to amend the pending motion by adding the words" "I move to lay the motion on the table." "I move to lay the motion on table." "I move to limit debate to five minutes per person." Used to postpone action on a motion until later date and/or more information is obtained "I move to postpone the pending motion until we hear the committee's report." "I move that we postpone the pending motion indefinitely." "I move that we postpone the pending motion indefinitely." "I move the previous question." "I move to refer the issue to a committee." WHAT IS IT? HOW TO SAY IT? "I move to reconsider the motion."	WHAT IS IT? Used to present new business WHAT IS IT? HOW TO SAY IT? "I move that we accept the minutes" Yes WHAT IS IT? HOW TO SAY IT? SECOND "I move to amend the pending motion by adding the words" Yes "I move to lay the motion on the table." Yes To limit or extend debate; put a time limit on a particular motion Used to postpone action on a motion until later date and/or more information is obtained "I move to limit debate to five minutes per person." Yes "I move to limit debate to five minutes per person." Yes "I move to postpone the pending motion until we hear the committee's report." Yes "I move that we postpone the pending motion indefinitely." Yes Ends debate; calls for vote "I move the previous question." Yes "I move to refer the issue to a committee." Yes WHAT IS IT? HOW TO SAY IT? SECOND	WHAT IS IT? Used to present new business "I move that we accept the minutes" WHAT IS IT? HOW TO SAY IT? SECOND DEBATE "I move to amend the pending motion "I move to amend the pending motion by adding the words" Place a motion on table so group can deal with more pressing issue "I move to lay the motion on the table." To limit or extend debate; put a time limit on a particular motion Used to postpone action on a motion until later date and/or more information is obtained "I move to limit debate to five minutes per person." "I move to postpone the pending motion until we hear the committee's report." Yes Yes No "I move to postpone the pending motion until we hear the committee's report." Yes Yes Yes Yes WHAT IS IT? HOW TO SAY IT? SECOND DEBATE To reconsider the vote on the motion." "I move to reconsider the motion." Yes Sometimes	WHAT IS IT? HOW TO SAY IT? "I move that we accept the minutes" Yes Yes Yes Yes Yes Yes Yes WHAT IS IT? HOW TO SAY IT? SECOND DEBATE AMEND Yes, if motion to amend is debatable Yes, if motion to amend is debatable Yes Place a motion on table so group can deal with more pressing issue To limit or extend debate; put a time limit on a particular motion Used to postpone action on a motion until later date and/or more information is obtained "I move to postpone the pending motion until we hear the committee's report." "I move that we postpone the pending motion indefinitely." Yes Yes No Yes No Yes No Yes No Yes What Is IT? HOW TO SAY IT? SECOND DEBATE AMEND Yes Yes No No Yes Yes Yes Yes Yes Yes Yes Ye				

CHEAT SHEET FOR MOTIONS - ROBERT'S RULES OF ORDER									
PRIVILEGED MOTIONS	WHAT IS IT?	HOW TO SAY IT?	SECOND	DEBATE	AMEND	VOTE			
						No vote			
						unless			
						2/3's			
						members			
						vote to			
- 116 1 6.1 -	Makes the group conform to the			1	l	set aside			
Call for Orders of the Day	agenda	"I call for orders of the day."	No	No	No	agenda			
	Name has a section as a second	"I raise to a question of							
	Member makes a request regarding								
Raise a Question of Privilege	an immediate issue - such as being unable to hear speaker	acknowledged the member states the problem.)	No	No	No	Chair rules			
Raise a Question of Privilege	unable to hear speaker	"I move to take a 15 minute	INO	INO	INO	Chair rules			
Recess	Used to take a short break	recess."	Yes	No	Yes	Majority			
inecess	Osed to take a short break	recess.	163	NO	ies	iviajority			
Adjourn	To end the meeting immediately	"I move to adjourn."	Yes	No	No	Majority			
INCIDENTAL MOTIONS	WHAT IS IT?	HOW TO SAY IT?	SECOND	DEBATE	AMEND	VOTE			
	Used when member disagrees with	"I appeal the decision of the							
Appeal the Rule of the Chair	chair's decision	chair."	Yes	Yes	No	Majority			
						Vote			
Division of the Assembly	Used when vote results are in doubt	"I call for a division."	No	No	No	retaken			
	Used to separate a main motion	"I move to divide the motion							
	into different parts	into two parts as follows"	Yes	No	Yes	Majority			
		"I rise to a point of order." (After							
	Used to remind chair of the bylaws	being acknowledged the							
Point of Order	or rules of order	member states the issue.)	No	No	No	Chair rules			
Suspend the Rules	To set aside a rule of the group	"I move to suspend the rules."	Yes	No	No	2/3's			